



Ascension

## Corporate Responsibility

At Ascension, we manage our activities in a responsible way governed by Standards of Conduct. These guidelines are an extension of our values. They state expectations for how we conduct ourselves to promote and protect our organization's integrity. We expect all our associates to comply with these standards.

### Standards of Conduct

- **Relationships with Others**

We interact with others in a sincere and authentic manner. We develop relationships based on honesty, fairness and mutual trust. We act with dignity and mutual respect and do not discriminate against individuals on the basis of race, color, gender, religion, age, national origin, disability, marital status or other legally protected status.

- **Compliance with Laws and Regulations**

We comply with all applicable laws and regulations. We encourage associates to openly communicate concerns and report potential violations of laws, regulations and Standards of Conduct without fear of retaliation.

- **Human Resources**

We strive to cultivate a work environment where associates are highly regarded and treated honestly and respectfully; where their health and safety are protected; where they are motivated to reach their potential and have opportunity for personal and career learning and advancement; where they have opportunities to participate in decisions affecting their working conditions; where they have tools for performing their jobs well; where they have safe and adequate procedures for resolving conflicts; and where they are recognized for their achievements, without prejudice or discrimination.

- **Business and Ethical Practices**

We are committed to ethical business conduct and integrity consistent with our Catholic tradition. Associates must represent our organization accurately and honestly. They must not purposely defraud anyone – including other companies or the government – of money, property or services. Associates must also take all reasonable steps to preserve and protect Ascension's assets by making prudent and effective use of our resources, and properly and accurately reporting its financial condition.

- **Conflicts of Interest**

Associates are expected to act in a manner in the best interest of Ascension. They may not use their positions to profit personally or assist others in profiting in any way at Ascension's expense. In any situation where an associate's outside interests conflict with the organization's, the associate must disclose the conflict in accordance with organizational policy.

- **Your Voice**

Each Ascension organization has a Corporate Responsibility Officer (CRO) or a compliance representative. Associates can contact their CRO or to report situations that may violate laws, the Standards of Conduct or applicable policies. Associates can also report potential violations through the Values Line at 1(800)707-2198 or [www.ascensionvaluesline.org](http://www.ascensionvaluesline.org). All reported information will be treated confidentially.

Ascension Michigan

# Standards of Conduct Acknowledgment

Please sign and complete the Standards of Conduct form.

I have received my personal copy of the Standards of Conduct and agree to follow them. I understand that compliance with the Standards of Conduct is a condition of my continued employment or association with Ascension.

I will uphold the highest standard of ethical and legal business practices. I will not tolerate illegal or questionable activity and promise to identify, report and prevent such activity.

I am expected to maintain the privacy and security of all confidential information, including patient protected health information whether in paper or electronic format. I agree to adhere to Ascension policies, which includes maintaining the confidentiality of information in all electronic systems to which I have access.

I will not use, disclose or discuss confidential and protected health information with others unless permitted to do so based on my job responsibilities or as required by law.

**Signature:**

**Print:**

**Date:**